

ADMINISTRATOR CODE OF CONDUCT

PREAMBLE

As Administrators we hold a unique and important role at Moira Shire Council. We provide leadership that ensures good governance of the municipality and accept responsibility for developing policies and strategies that will benefit the municipal community.

When carrying out our role and responsibilities, we are guided by the standards of conduct in this Administrator Code of Conduct (the Code). We will uphold these standards to earn the trust of the community.

The Code promotes and reinforces the values and behaviours that guide us in delivering positive outcomes for Moira Shire Council and to establish an environment that will enable us to provide exemplary governance.

PLEDGE

We, the Administrators of the Moira Shire Council, pledge to work together in the best interests of the community and to discharge our responsibilities to the best of our ability and judgement. As part of this commitment, we will adhere to conduct principles, values and behaviours outlined in this Code and work together constructively to achieve Moira's vision in a manner that is consistent with our core values. We are committed to the Standards of Conduct prescribed by the Local Government (Governance and Integrity) Regulations 2020.

SCOPE

The Code applies to the Panel of Administrators for Moira Shire Council who have been appointed by Order in Council for a period concluding after the local government general elections to be held in October 2028.

This document should also be read in conjunction with the Terms of Reference applied to the appointment of the Administrators by the Minister for Local Government.

CONTEXT

As appointees, the role of Administrators is to provide a vision and strategic direction for the Moira Shire Council and to make policy decisions that will benefit the municipal community. This Code is a collective agreement of our committed values and standards of behaviour.

The Code is set out in three parts:

- PART 1. Working together and with the community
- PART 2. Standards of Conduct
- PART 3. Dispute Resolution

PART 1 – WORKING TOGETHER AND WITH THE COMMUNITY

As community and civic leaders, Administrators will lead by example and promote the highest standards in the way that Council business is conducted. We aim to achieve the greatest outcomes for the community by championing Council's adopted values and behaviours in pursuit of Council's future vision.

Respect

We will:

- respect one another, members of Council staff and members of the community
- treat others fairly and objectively
- respect and care about our community, each other and ourselves
- promote and ensure freedom from discrimination, harassment and vilification, including direct and indirect discrimination
- promote gender equity, fairness and inclusivity
- understand and respect the diversity of our community
- make decisions and provide advice consistent with human rights
- recognise the strengths of our diverse community and ensure people from all walks of life, ability and backgrounds feel comfortable to engage and contribute
- respect the traditional owners of the land on which we meet

Honesty

We will:

- be honest, open and transparent in our dealings
- recognise that some of the best solutions are community led, and we ensure our processes are open, transparent and welcoming to community input

Accountability

We will:

- ensure all communications including social media are respectful and will not negatively impact Council
- work in a transparent manner and accept responsibility for our decisions and actions
- submit ourselves to appropriate scrutiny
- report improper conduct
- achieve best use of resources and provide high quality services to the community

Integrity

We will:

- take time to listen and understand different points of view
- earn and sustain public trust by making decisions and providing advice on merit and without bias, favouritism or self-interest
- act with humility and apply the highest standards of ethical behaviour
- welcome the opinions of the community and respect their right to be heard
- use our powers responsibly and avoid conflicts of interest
- identify and promote best practice

Teamwork

We will:

- work effectively with and build constructive relationships with Council's Executive Leadership Team and key stakeholders
- support one another and staff if they are treated unfairly or without respect
- work towards harmonious working relationships with others
- encourage active community participation in civic life

PART 2 – STANDARDS OF CONDUCT

We will conduct ourselves in a manner that is consistent with our values to meet and exceed legislated requirements.

TREATMENT OF OTHERS

Administrators will treat fellow Administrators, Council staff, the municipal community and members of the public with dignity, respect, courtesy, fairness and objectivity including:

- a) taking, supporting and promoting positive action to eliminate discrimination, harassment (including sexual harassment) and vilification;
- b) not engaging in or participating in discrimination, harassment (including sexual harassment) or vilification of any person or group or class of persons;
- c) supporting the Council in fulfilling its obligation to achieve and promote gender equality;
- d) not using abusive, obscene, offensive or threatening language or behaviour (including oral or written) towards other Administrators, Council staff or members of the public;
- e) in considering the diversity of interests and needs of the municipal community - having proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

Our Commitment

- We will be fair, objective and respectful in our dealings with other Administrators, members of Council staff and our community.
- We will respect and promote the human rights set out in the *Charter of Human Rights and Responsibilities Act 2006* and understand how they apply to our work.
- We will promote a workplace of choice where people are treated fairly and with respect and are free from all forms of unlawful discrimination and inappropriate workplace behaviours, such as harassment including sexual harassment, victimisation, vilification, bullying and occupational violence.

PERFORMING THE ROLE OF ADMINISTRATOR

Administrators will do everything reasonably necessary to ensure that they perform the role of an Administrator effectively and responsibly by:

- undertaking any training or professional development activities the Council decides it is necessary for all Administrators to undertake in order to perform the role;
- diligently using Council processes to inform themselves about matters which are subject to Council decisions;
- ensuring that they are fit to conscientiously perform the role of Administrator when acting in that capacity or purporting to act in that capacity;
- representing the interests of the municipal community in performing the role of Administrator by considering and being responsive to the diversity of interests and needs of the municipal community.

Our Commitment

- We will perform our duties diligently, impartially and responsibly, acting in good faith and in the interest of Council and the municipal community.
- We will refrain from any form of conduct which may cause a reasonable person unwarranted offence or embarrassment.
- We will not use our position to influence Council staff in the performance of their professional duties.
- When exercising land use planning, development assessment and other regulatory functions, we will ensure that no action, statement or communication between ourselves and others conveys any suggestion of a willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

COMPLIANCE WITH GOOD GOVERNANCE MEASURES

Administrators, in performing the role will diligently and properly comply with the following to ensure the good governance of the Council:

- a) policies, practices and protocols established by the Chief Executive Officer for managing interactions between Council staff and Administrators;
- b) the Council Expenses Policy adopted and maintained by the Council;
- c) the Governance Rules developed by the Council; and
- d) any directions issued by the Minister.

Our Commitment

- We will exercise our responsibilities impartially and in the interests of the local community.
- We will not improperly seek to confer an advantage or disadvantage on any person.
- We will not use or disclose confidential Council information to gain advantage for ourselves or any other person.
- We will report behaviour that represents fraud, corrupt conduct, mismanagement of Council resources, misuse of position or is a danger to health, public safety or to the environment in accordance with Council's Public Interest Disclosure Procedures.
- We will use Council resources solely in the public interest and will comply with the Administrator Expenses, Reimbursement and Support Policy.
- We will comply with all Council policies in relation to the acceptance, refusal and reporting of gifts, benefits and hospitality.
- We will identify and manage any conflicts of interest and observe the requirements of the Act and the Governance Rules in regard to the disclosure of conflicts of interest.
- We are aware of our responsibilities under Council's Child Safe Policy and will report and act on concerns regarding the abuse or neglect of a child.

ADMINISTRATORS MUST NOT DISCREDIT OR MISLEAD COUNCIL OR PUBLIC

Administrators will ensure that their behavior does not bring discredit upon the Council and will uphold the reputation of the Council including:

- a) conducting ourselves in a manner that promotes community trust and confidence in the Council as the body responsible for the peace, order and good governance of the municipal district; and
- b) not misleading the Council or the public about any matter related to the performance of our public duties.

Our Commitment

- We will act honestly and avoid actions or conduct that will or is likely to mislead or deceive a person.
- We will accept each individual's differences, values, culture and beliefs.
- We will always listen to the views and ideas of other people.

STANDARDS OF CONDUCT DO NOT LIMIT ROBUST POLITICAL DEBATE

Nothing in this Code of Conduct is intended to limit, restrict or detract from robust public debate.

PART 3 - DISPUTE RESOLUTION

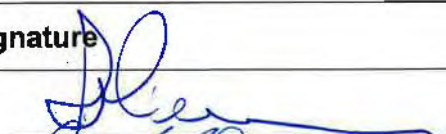

Administrators will engage in robust discussions about matters affecting the community and to promote and facilitate effective decision making by the Council.

Debate will be carried out respectfully and constructively. Administrators will use their best endeavours to resolve any matters in a courteous and respectful manner.

Where, after these endeavours have been exhausted, any dispute remains unresolved, the internal arbitration processes prescribed by the Act and the Regulations will be applied.

ENDORSEMENT

This Administrator Code of Conduct was adopted at a Scheduled Council Meeting held on 27 September 2023 and subsequently signed by all Administrators.

Administrator	Signature
Chair Administrator John Tanner AM	
Administrator Suzanna Sheed	
Administrator Dr Graeme Emonson PSM	